

ASSESSMENT # 2**Total Marks: 30****Answer the following Questions:**

- | | |
|--|---|
| 1. What should be the objectives of an effective training programme? | 5 |
| 2. How the training needs are assessed in an organization. | 5 |
| 3. Outline the essential steps involved in training process. | 5 |
| 4. List some job training techniques. | 5 |
| 5. How do training programmes benefit an organization? | 5 |
| 6. What is the difference between training and development? | 5 |